

**MINUTES OF THE MILLVILLE
PARK & RECREATION COMMITTEE MEETING
June 15, 2017 @ 1:00 p.m.**

In attendance were Chairman Steve Maneri; Committee Member Valerie Faden; Town Manager/Secretary Debbie Botchie; Town Code & Building Official Eric Evans; Committee Members Peter Michel; Committee Member Pat Plocek; and GMB Representative Morgan Helfrich. Committee Member Paul DuCott was absent.

1. CALL MEETING TO ORDER

Deputy Mayor Steve Maneri called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

All members were present except Committee Member Paul DuCott; and Town Manager/Secretary Debbie Botchie was running a little late.

4. ADOPTION OF PARK & RECREATION COMMITTEE MINUTES

A. Minutes – May 25, 2017

Committee Member Pat Plocek motioned to accept the May 25, 2017, Town Parks & Recreation meeting minutes. Committee Member Peter Michel seconded the motion. Motion carried 6-0.

**5. REVIEW DRAFT FLOOR PLANS FOR THE COMMUNITY CENTER
AND STORAGE FACILITY DESIGN – Morgan Helfrich of GMB**

Morgan Helfrich, of George, Miles & Buhr (GMB), stated, regarding the storage facility design, the Town can make the height eight-and-a-half (8 ½) feet with a drive-thru for a riding lawn mower if the Town wants. Ms. Helfrich stated the total width area of the storage maintenance area is ten (10) feet wide clear by approximately nineteen (19) feet clear. Ms. Helfrich stated the outside walls are shown as masonry and GMB has not chosen an actual masonry yet. Ms. Helfrich further stated the dimensions she received from AECom were twenty (20) by forty (40), so GMB tried to maintain those dimensions and may be a little under what AECom had shown. Ms. Helfrich stated the explanation of the restroom entrances, as well as a water fountain under the overhang. Ms. Helfrich asked if there should be floor drains in the middle of the restroom floors. Mr. Maneri stated yes, there should be drains in the middle. Mr. Plocek stated the Town may want to consider two (2) drains in each floor as it's sometimes difficult to get the water to move to one drain. Mr. Plocek stated, regarding the plumbing chase, he knows some square-footage would have to be added to increase it and gain access to the pipes. Ms. Helfrich stated if she does that, is it coming out of the maintenance, because she doesn't think the building square-footage can go up to forty-two (42) feet, not if AECom has Sussex Conservation District

(SCD) approval for the square footage already recorded. Town Code & Building Official Eric Evans stated the Town doesn't have any SCD approval. Ms. Helfrich asked if, in order to go with Mr. Plocek's request, should the building be made bigger or make the maintenance building smaller? Mr. Plocek stated his suggestion of making the building bigger because adding two (2) feet won't make the cost all that much more. Town Manager Debbie Botchie joined the meeting.

Ms. Helfrich showed the trough-style sinks. Ms. Botchie stated she liked the trough-style. Committee Member Valerie Faden asked if there is a significant difference with pricing. Ms. Helfrich stated she doesn't know right now, but she knows the trough-style is more expensive than a regular porcelain sink. Ms. Faden asked how much more expensive. Ms. Helfrich stated at least double. Mr. Evans asked, based on the site plan for the maintenance building, it is OK to reduce from two (2) to one (1) overhead door. Mr. Evans suggested to take the pedestrian door and put it on the plaza side of the building – where the garage door was taken out – and staff will have access to storage from the plaza, but if you need to get equipment out, you have to go around to the overhead door. Ms. Botchie stated she agreed. Ms. Helfrich asked if it should be a single door or double door. Mr. Evans stated single. Ms. Helfrich stated she will place the door in the center so there will still be the ability to store stuff on the sides. Mr. Evans stated, regarding the spigots, he just wants to make sure there are some available to connect to within the restrooms for cleaning purposes, maybe under the sink, as well as having easy access to a shut-off valve if the water needs to be turned off due to a leak or during the winter time. Ms. Helfrich stated the Committee has seen the elevations at the bottom (of the plan) and the Committee will see why Ms. Helfrich is showing this when they get to the community hall, so there is some dialogue for the aesthetic of the outside of this building to match the community hall; however, she has not yet picked a decorative block but has shown some examples for the Committee to choose from. Ms. Helfrich stated the split-face block does look nice but it stains easier than regular block, depending on the water treatment. Ms. Faden asked which one is more expensive. Ms. Helfrich stated split-face block is a little more expensive because it is a little more labor-intensive; however, there is no real environmental concern over either.

Ms. Helfrich stated the roof she's showing is a standing-seam metal roof, and if the Town wants to save money, we could do regular shingles; however, because this is more of a maintenance building, Ms. Helfrich feels the standing-seam goes well with the block. Mr. Plocek stated, in the long run, it's just as affordable too because that roof won't have to be replaced like with shingles. Mr. Maneri stated he is concerned with the split block because when the Town does its irrigation, well water is used and that could stain. Mr. Evans stated there is no irrigation there. Mr. Plocek stated you can put a sealer on the split block. Ms. Helfrich asked if the Committee wanted to add flood vents to the maintenance building. Mr. Maneri stated he thinks flood vents should go in the bathrooms. Mr. Plocek stated his agreement and the vents should be able to close so they can be shut in the winter and open in the nicer months. Ms. Helfrich asked if the Committee wanted hand driers. Mr. Maneri stated yes. Ms. Helfrich asked if the trash receptacles should be recessed into the wall because the

Town will need trash bins for other various trash (diapers, napkins, etc.). The Committee agreed they would think on it. Mr. Plocek stated to check the State code to make sure the handicapped-access stall needed a sink and hand-dryer. Ms. Helfrich stated the Town may want to install them regardless; otherwise water would be dripping from the stall to the sink and hand-dryer area. Ms. Helfrich stated her notes are to make the building two (2) feet bigger, making the chase bigger by two (2) feet, adding a door to the chase, removing the one overhead door and replacing it with a single-manned door, eliminating the single-manned door on the side of the building, adding flood vents to both sides of the mens' and womens' bathrooms as well as the storage room, and try to get away with not putting a drain in the storage space. Mr. Evans stated he doesn't think there needs to be a vent in the storage. Ms. Helfrich stated she would because you may want to wash out that area as well. Mr. Evans stated OK, but he doesn't think the storage space needs to be heated. Mr. Maneri stated there can always be some kind of small space heater if necessary. Mr. Plocek stated to make sure if gasoline is stored, there will have to be some fireproof box to store the container in per the fire code.

Ms. Helfrich distributed a site plan for the community building. Ms. Helfrich stated everyone can see the front entrance and see the hallway is much smaller now than it was before. Ms. Helfrich stated she added a coat room, a closet in the conference room, and she did the Code review for an assembly hall space and she put two (2) toilets in the mens' and womens' bathrooms. Ms. Helfrich stated she will have to bump the wall out because this plan doesn't show the required sink for the bathroom. Ms. Helfrich stated she maintained both entrances into the kitchen so if there are caterers going in and out, they wouldn't have to go through the assembly hall, and the Committee can decide on whether they like that or not. Ms. Helfrich asked if the closet in the office is for pickleball equipment or what. Mr. Maneri stated the attic stairs will be in that office, and he's thinking the closet would hold pickleball equipment as well as arts and crafts supplies. Ms. Helfrich stated the office is ten (10) feet by sixteen (16), so it is a bit odd size, but if there is a lot of stuff to store in there, then the size is OK. Ms. Helfrich stated, for the assembly hall, there is a seating floor plan for ninety (90) people, and there is space for about fifteen (15) round tables which are sixty (60) inch diameter; and she wanted to show this to make sure the space accommodates both the tables, the chairs and the temporary stage. Ms. Helfrich stated what is showing now is the folding partition but there needs to be space to store the partition in the wall, so it's up to the Committee whether they want the partition or not. Mr. Plocek asked if two (2) events would be going on at the same time. Ms. Botchie stated she's not sure. Ms. Faden stated it offers more flexibility because on the park survey, there were people who said they'd use the building for meetings; and with the partition, there could be two (2) events at once. Mr. Evans stated he thinks having the two (2) different events at once would be very distracting because each one would be able to hear the other's noise. Ms. Botchie stated there are events which could be held at once where noise would not be a factor and Ms. Botchie thinks the partition will be needed in the future. Ms. Helfrich stated if the Committee doesn't have a problem with it, she could box out the back side of the stage side of the building so she can get that area to recess, giving a cover plate to cover the wall and a stage can go there. Mr. Evans

stated the west side of the building cannot go any closer to Dukes Drive because the building is one (1) inch from DelDOT's easement, but Ms. Helfrich can expand south a little bit or east. Ms. Helfrich stated based on what the Town has plus the expansion restriction, the mechanical room will not fit. Ms. Helfrich stated it is difficult to fix everything up without access to the CAD file. Mr. Evans stated he is working on getting the file. Ms. Faden asked if it may be best to table this issue until Ms. Helfrich gets the CAD file. Ms. Helfrich asked if the Committee wants the partition. Ms. Botchie and Ms. Faden stated they wanted the partition. Ms. Helfrich stated she put the handicapped ramp/entrance on the side but she's not sure if it goes to Code; however, that's where it's currently located and asked if that was OK with everyone. Mr. Evans stated yes. Ms. Helfrich stated if there are two (2) functions and a handicapped person needs to access the building to get to an event on the other side, the one event will have to make way for the person to go through their event. Ms. Faden asked if there is a way to add a ramp to the front of the building instead of stairs. Ms. Helfrich stated the Committee will have to ask AECom that question since they have the CAD file and have been working on it, but it is required to have both a ramp and stairs. Ms. Helfrich stated if she gets the CAD file, she would like to try and put the ramp on the front, but the Committee should make a decision on where they want the handicapped parking located. The Committee agreed they will have to revisit this until Ms. Helfrich can get the CAD file.

Ms. Helfrich asked which ceiling height the Committee would like for the community room. Ms. Helfrich stated a partition has to be braced structurally and GMB typically does that with folding partitions with steel, which she knows the Committee doesn't want to hear. Ms. Helfrich further stated she would like to give a little bit of elevation and give it some coffers or something to make it look nice for where the partition track will come across. Ms. Helfrich stated she would like to take the ceiling height to at least ten (10) feet. Mr. Plocek stated he thinks by adding a folding partition the Committee is "opening up a can of worms" because the Town will receive complaints about noise when two (2) events are going on at the same time. Ms. Botchie stated she thinks that issue could be addressed when the applicants submit the request for their event and making sure two (2) events capable of noisiness don't go on at the same time.

Mr. Evans asked Ms. Helfrich if the Town does a block wall and did a chewed block on top or something similar to where the block would come out eight (8) inches, but the Town puts its wood joists on the ledge, can the Town only come out of the ground eight (8) inches from finished grade. Ms. Helfrich stated she needs to speak with Mr. Evans on this because it sounds like Mr. Evans is excavating the bottom of grade out and Mr. Evans is creating a basement, which needs to be completely waterproofed. Mr. Evans stated it will be a conditioned space. Ms. Helfrich stated if the Town is creating a basement, why is the Town raising the building and why doesn't the Town just do a slab on grade? Mr. Evans stated a slab on grade would have all the plumbing underneath. Ms. Helfrich stated the basement would be the space for the plumbing so there's no point in grading for the handicapped ramp. Mr. Evans stated it's just eight (8) inches coming out from the finished grade. Ms. Helfrich stated no, because there is

the height of the joist, which is at least twelve (12) inches plus. Mr. Evans stated that will be the stepdown on the shoe-block. Ms. Helfrich stated no, because you can't put that in grade. Ms. Helfrich stated the Committee needs to make a decision on this because, with the inside of a crawlspace, it's technically the same as the outside grade, but she received an email from Mr. Evans talking about excavating. Ms. Botchie asked Ms. Helfrich if it's more beneficial to do slab on grade. Ms. Helfrich stated it's not so much beneficial, but because of the design of the building, it looks more residential, which suggests more of a traditional crawl space, which is a two (2)- to three (3)-foot crawl space. Ms. Faden stated, from an aesthetic standpoint, the Town may be able to get rid of the crawl space if it means overall the cost effectiveness is better if it's slab on grade. Mr. Evans stated a basement is a usable space you can stand up in and we're not digging that deep, but with the crawl space, there's twenty-four (24) to thirty (30) inches of clear space under the house, and your footer is twenty-four (24) inches below grade, so with a slab on grade or wall foundation it won't matter because your footer is twenty-four (24) inches deep. Ms. Helfrich asked what clear dimension the Committee wants under this building. Mr. Evans stated somewhere between twenty (20) to twenty-four (24) inches. Ms. Helfrich stated she then has to make this building higher and the ramps will be longer. Ms. Evans stated no, because it's not twenty (20) to twenty-four (24) inches out of ground. Ms. Helfrich stated if it's a crawl space, you have to give the opening according to Code, with access, and you're not allowed to crawl under ground level to get to the space. Ms. Helfrich stated she needs to check with RMF to make sure the size of the unit will fit in that space of the crawl space. Mr. Maneri stated if we do the slab on grade, the Town has to either find a space to put the utilities on the main floor or put it up in the attic. Mr. Maneri stated the problem with having grade on slab and the pipes underneath is if there's a problem, the slab will have to be jackhammered to access for repairs and the building will be closed for a week or so. Ms. Helfrich stated she needs to check on the Code to see whether the Town needs to vent or not, so, overall, she will investigate the options to a slab and crawl space. Ms. Helfrich stated she also wants to check with RMF, because if their units are going down there, Ms. Helfrich wants to make sure they have enough height to be able to work on them.

Ms. Helfrich asked if anyone has any thoughts on the appearance of the building, such as the siding, choice of materials, the cupola, etc. Mr. Plocek asked Ms. Helfrich if she's doing a metal roof. Ms. Helfrich stated yes. Mr. Maneri stated he likes the Hardie board. Mr. Maneri asked Ms. Helfrich if she will go back and put this all together. Ms. Helfrich stated yes, and asked for a date for the next meeting. The Committee agreed on June 29. Ms. Helfrich asked if the Committee thinks she will have the CAD plan before June 29. Ms. Botchie stated she hopes so.

6. ANNOUNCEMENT OF NEXT MEETING

The next Parks & Recreation meeting will be on Thursday, June 29, 2017, at 1 p.m.

7. ADJOURNMENT

Mr. Maneri motioned to adjourn at 2:28 p.m. Mr. Michel seconded the motion. Motion carried 6-0.

Respectfully submitted,
Matt Amerling, Town Clerk